



Administrative Special Use Permit Application

Please type or print legibly

PROPERTY LOCATION: 2601 Main Line Boulevard

ZONE: CDD #10 TAX MAP REFERENCE: 025.03-03-01

APPLICANT'S INFORMATION:

Applicant: WMATA Business/Trade Name: WMATA

Address: 600 5th St. NW, Washington D.C. 20001

Phone: 202-734-8653

Email: frobertson@wmata.com

PROPOSED USE:

- | | |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Animal Care Facility with Overnight Boarding | <input type="checkbox"/> Outdoor Display |
| <input type="checkbox"/> Automobile and Trailer Rental and Sales | <input type="checkbox"/> Outdoor Food and Crafts Market Center |
| <input type="checkbox"/> Catering Business | <input type="checkbox"/> Outdoor Garden Center |
| <input type="checkbox"/> Day Care | <input type="checkbox"/> Restaurant |
| <input type="checkbox"/> Health and Athletic Club | <input type="checkbox"/> Valet Parking |
| <input type="checkbox"/> Light Auto Repair | <input checked="" type="checkbox"/> Other: <u>Interim Parking</u> |
| <input type="checkbox"/> Live Theater | |
| <input type="checkbox"/> Massage Establishment | |
| <input type="checkbox"/> Motor Vehicle Storage/Parking for 20 or more Vehicles | |
| <input type="checkbox"/> Outdoor Dining (exclude King Street Retail Overlay) | |

Please read and sign after the statement:

I have read and understand the general standards and the requirements for the use for which I am applying and have attached the Worksheet for the use.

Signature: 

Please submit the following with this application form:

Site Plan At a minimum, show and label the subject property, surrounding buildings, and streets. Show, label and give dimensions for all parking spaces, entrances and exits, and trees and shrubbery.

Floor Plan At a minimum, show and label all interim features inside and outside seats, tables, counters, equipment, etc. as appropriate to the use. Show, label and give dimensions for all entrance and exit doors and windows, rooms/areas, staircases, elevators and bathrooms.

Worksheet for specific use from Checklist and Worksheet package.

Other materials, as required by specific use (see Guide to Administrative SUPs Checklist & Worksheets).

PROPERTY OWNER'S AUTHORIZATION

As the property owner, I hereby grant the applicant use of 2601 Main Line
(property address), for the purposes of operating an Interim Surface parking lot (use)
business as described in this application.

I also grant permission to the City of Alexandria to visit, inspect, photograph and post placard notice on my property.

Name: Potomac Yard Development LLC Phone: _____

Address: 9302 Lee Hwy, Ste 1000 Email: _____

Signature: see attached consent Date: _____

1. The applicant is the (check one):

- ☐ Owner
☐ Contract Purchaser
☒ Lessee or
☐ Other: _____

of the subject property.

State the name, address and percent of ownership of any person or entity owning an interest in the applicant or owner, unless the entity is a corporation or partnership, in which case identify each owner and the percent of ownership.

N/A

If property owner or applicant is being represented by an authorized agent such as an attorney, realtor, or other person for which there is some form of compensation, does this agent or the business in which the agent is employed have a business license to operate in the City of Alexandria, Virginia?

☐ Yes. Provide proof of current City business license

☒ No. The agent shall obtain a business license prior to filing application, if required by the City Code.

USE CHARACTERISTICS

2. Please give a brief statement describing the use:

Interim surface parking lot for construction
workers and light staging during construction
of the Metrorail station

3. Please describe the proposed hours of operation:

Days	Hours
Daily	

Or give hours for each day of the week

Monday	7:00 AM - 8:00 PM
Tuesday	" - "
Wednesday	" - "
Thursday	" - "
Friday	" - "
Saturday	9:00 AM - 8:00 PM
Sunday	- -

4. Please describe the capacity of the proposed use:

- A. How many patrons, clients, pupils and other such users do you expect? Specify time period (i.e., day, hour, or shift).

None

- B. How many employees, staff and other personnel do you expect? Specify time period (i.e., day, hour, or shift).

250

5. A. How many parking spaces of each type are provided for the proposed use:

250 Standard and compact spaces
Handicapped accessible spaces
Other

- B. Please give the number of:
Parking spaces on-site 250
Parking spaces off-site 0

If the required parking will be located off-site, where will it be located?

N/A

6. Please provide information regarding loading and unloading for the use:

- A. How many loading spaces are available for the use? None
- B. Where are off-street loading spaces located? None
- C. During what hours of the day do you expect loading/unloading operations to occur? N/A
- D. How frequently are loading/unloading operations expected to occur, per day or per week, as appropriate? N/A

7. If any hazardous materials or organic compounds (for example paint, ink, lacquer thinner, or cleaning or degreasing solvent), as defined by the state or federal government, be handled, stored, or generated on the property, provide the name, monthly quantity, and specific disposal method below:

None

APPLICANT'S SIGNATURE

Please read and initial each statement:

Initial: FRS THE UNDERSIGNED, hereby applies for a Special Use Permit in accordance with the provisions of Article XI, Section 11-500 of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Initial: FRS THE UNDERSIGNED, hereby attests that all of the information herein provided and specifically including all surveys, drawings, etc., required to be furnished by the applicant are true, correct and accurate to the best of their knowledge and belief. The applicant is hereby notified that any written materials, drawings or illustrations submitted in support of this application and any specific oral representations made to the Director of Planning and Zoning on this application will be binding on the applicant unless those materials or representations are clearly stated to be non-binding or illustrative of general plans and intentions, subject to substantial revision, pursuant to Article XI, Section 11-207(A)(10), of the 1992 Zoning Ordinance of the City of Alexandria, Virginia.

Fred Robertson III
Print Name of Applicant or Representative

Fred Robertson III
Signature

12/15/18
Date

If this application is being filed by someone other than the business owner (such as an agent or attorney), please provide the information below:

Representative's Address: _____

Phone: _____

Email: _____

Fax: _____

Potomac Yard Development, LLC
9302 Lee Highway, Suite 1000
Fairfax, VA 22031

Karl Moritz
301 King Street
City Hall, Room 2100
Alexandria, Virginia 22314

Re: Consent to File a Special Use Permit for an Interim Surface Parking Lot
Applicant: The Washington Metropolitan Area Transit Authority
2601 Main Line Boulevard; Tax Map ID: 025.03-03-01 (the "Property")

Dear Mr. Moritz:

Potomac Yard Development, LLC, the Owner of the above-referenced Property, hereby consents to the filing of a special use permit application and any related applications by the Washington Metropolitan Area Transit Authority on the Property, for the purpose of allowing interim surface parking during the construction of the Potomac Yard Metrorail Station and associated improvements.

Very truly yours,

POTOMAC YARD DEVELOPMENT, LLC

By: 

Its: 

Date: 

Floor Plan – Interim Parking Lot for WMATA



Site Plan – Interim Parking Lot for WMATA

